

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF INDIANA

INSTRUCTIONS FOR FILING A COMPLAINT  
FOR USE IN EMPLOYMENT DISCRIMINATION CASES

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READ CAREFULLY  
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1. This packet consists of:
  - 1 copy of an EEOC complaint form
  - 1 copy of a summons form
  - 1 copy of a USM 285 service form
  - 1 copy of an in forma pauperis motion
2. Your complaint must be clearly handwritten or typewritten and signed by each plaintiff. ALL copies of the complaint must be identical in wording to the original. It is not necessary to swear to the complaint under oath before a notary public. However, each plaintiff must attest under penalty of perjury that the complaint is true and correct. You are warned that any false statement of a material fact may subject you to prosecution and conviction.
3. The Notice-of-Right-to-Sue letter issued by the EEOC must be attached to your complaint.
4. All questions must be answered concisely in the proper space on the form. If you need additional space to answer a question, you may use the reverse side of the form or use an additional blank page. YOUR COMPLAINT SHOULD NOT CONTAIN LEGAL ARGUMENTS OR CITATIONS--YOU ARE ONLY REQUIRED TO GIVE FACTS. You must describe how each defendant is personally involved in the activities upon which your claim is based.
5. Upon receipt of the \$250.00 filing fee, your complaint will be filed. If you are unable to pay the filing fee, you may petition the court to proceed in forma pauperis. If you must proceed in forma pauperis, you must complete, sign, and attest as true and correct under penalty of perjury the petition and financial affidavit. If there is more than one plaintiff, then each plaintiff must complete a separate petition.
6. IF you will be proceeding in forma pauperis, you must complete the enclosed USM 285 form, giving the address at which the U.S. Marshal can effect service of your complaint on the named defendant.
7. If you pay the \$250.00 filing fee, or if you proceed in forma pauperis, you must also fill out 2 summons forms for each defendant you name in your complaint.
8. Your complaint should be sent to divisional office where the plaintiff or one or more of the named defendants resides, or the division in which the claim upon which you base your complaint arose.
9. It is YOUR responsibility to notify the Clerk's Office of ANY change of address you may have during the entire time this case remains open before the court. Failure to so advise the Clerk of your current address may result in the DISMISSAL of your case.

10. When these forms are properly completed, mail them to the correct divisional office - see addresses below:

**FOR THE FORT WAYNE DIVISION:**

OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
1108 E. ROSS ADAIR COURTHOUSE  
1300 S. HARRISON STREET  
FORT WAYNE, IN 46802

**FOR THE HAMMOND DIVISION:**

OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
5400 FEDERAL PLAZA, SUITE 2300  
HAMMOND, IN 46302

**FOR THE SOUTH BEND DIVISION:**

OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
102 ROBERT A. GRANT COURTHOUSE  
204 S. MAIN STREET  
SOUTH BEND, IN 46601

**FOR THE LAFAYETTE DIVISION:**

OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
214 CHARLES HALLECK FEDERAL BLDG.  
230 NORTH FOURTH STREET  
LAFAYETTE, IN 46601

11. Your complaint will not be considered unless it conforms to these instructions.